

S E C R E T

~~READ & DESTROY~~

7 June 1984

MEMORANDUM FOR: Deputy Director for Administration

FROM: Daniel C. King
Director of LogisticsSUBJECT: Report of Significant Logistics Activities for
Period Ending 7 June 19841. Progress Report on Tasks Assigned by the DCI/DDCI:No tasks assigned during this reporting period. 2. Items or Events of Major Interest that have Occurred
During the Preceding Week:

a. Meeting with General Services Administration (GSA) Representatives: On 6 June, the Director of Logistics and the Executive Officer, OL, met with a number of GSA personnel from the Central and Regional offices to discuss the implementation details regarding the delegation from GSA for M&O. It was agreed that we will continue to negotiate this document but that these negotiations should be finalized within the near future.

b. Logistics Integrated Management System (LIMS): The Critical Design Review for work package one of the LIMS project will take place during the period 12-15 June. A total of fifty invitations were sent to representatives from OL, OF and the OIG/Audit Staff. In addition, a number of ODP representatives will attend this Review.

c. World Factbook Printing: The Printing and Photography Division, OL, is in the final stages of completing work on the 1984 unclassified version of the World Factbook. By most printing job standards, this book is considered to be a major printing production requiring over 17,000 copies comprised of approximately 220 pages and 14 full color reference maps. The World Factbook has been in the printing production cycle for almost four months. Completion is planned for two weeks.

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25X1 d. Presidential Visit: During the Presidential visit, the Photography Branch, OL, had several photographers covering activities. There were numerous exposures made, of which approximately 170 were selected as a proof set. There are nine formal requests for proof sets from both the White House and Agency personnel. In addition, a video tape of the Presidential Address was produced for Agency employees who were not able to attend the ceremony. Arrangements for a Headquarters' premier have not yet been finalized. [redacted]

25X1 e. New Organization - Effective 4 June 1984, Logistics Services Division, OL, became Headquarters Operations, Maintenance and Engineering (HOME) Division, OL. Key personnel are as follows:

[redacted]

25X1 f. Quality of Life - Basement Level Entry and Elevator Area: Papering of walls in this area in an earth-colored adobe texture vinyl cloth is in progress. Completion is expected by 8 June. [redacted]

25X1 g. Quality of Life - Cafeteria: Using specifications from Smith, Hinchman & Grylls Associates, Incorporated, the Interior Design Consultant, HOME/OL, sent to Procurement Division, OL, detailed orders for replacement furniture for the North and South Cafeterias. Included are 406 chrome-base tables with oak-trimmed antique white formica tops and 1,092 Breuer armless chairs with oak seat frames and nylon upholstery in six distinct colors. [redacted]

25X1 h. Sidewalk Repairs [redacted]
25X1 Building Manager informed the Agency that the sidewalk which is sinking at the main entrance will be replaced in the near future. This entrance will be closed during the period of repair work. [redacted]

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i. North and South Parking Lots: On 2 and 3 June, personnel from HOME/OL installed eight new signposts, removed 13 existing signposts, relocated 36 signs, and blacked out the 24 two-wheel vehicle spaces in G and H lanes, South Lot, to gain 35 additional parking spaces in the North and South Lots. Nineteen spaces were striped for two-wheel vehicles in E and F lanes of South Lot in an area near the fence which could not accommodate automobile parking. In addition, 349 parking spaces were renumbered. Except for the spaces in B lane, which had vehicles parked and blocking the area where the numbers would be painted, spaces in North Lot have been completely renumbered. []

j. Solicitation For System Architectural Design and Feasibility Study: A Request For Proposal (RFP) was issued on 11 May 1984 to 17 vendors in order to contract for a 7-month study to determine if the current Office of Data Processing (ODP) architecture is suitable. The present ODP configurations (systems) are very large and complex and support many Agency programs. This study will examine current ODP systems for adequacy of design; evaluate the current systems for growth potential and suitability for incorporating new technology; and review future requirements and assess the feasibility of meeting them with the current system architecture. Of the

k. Ames, Key, Chamber of Commerce Buildings Parking Access Controls: On 1 June 1984, representatives of Real Estate and Construction Division (RECD), OL, and the Office of the Associate General Counsel for Logistics & Procurement Law Division, (L&PLD), OGC, met with the lessors of the Key Building regarding the lease terms and conditions. Several minor issues remain to be resolved, and the attorneys for the Charles E. Smith Management Company and Mr. Jim Harris of L&PLD will resolve these issues. On 1 June, the three sites were surveyed by the contractor who will install the total security package.

The Lessors [] are reviewing the Agency's proposed lease package for the garage. Several adjustments have been requested and discussions are continuing on this lease. Our intention is to negotiate a lease for the balance of the fiscal year, with options to renew in corresponding fiscal years. []

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1. Office Space Available at Chamber of Commerce - The Office of Training has informed RECD, OL, that it can make immediate use of the 4,000 square feet of space which is currently available on the ground floor of the Chamber of Commerce Building. In the meantime, C/RECD, was advised by the Lessor of his willingness to leave this 4,000 square feet vacant for a short period of time, or to lease it to the Agency from month to month at an "attractive rate." The Lessor is taking the initiative to prepare a sketch of a proposed layout of the space for our consideration. []

a. Disposal of Safes: Since 1 January 1984, the [] has disposed of 326 Remington Rand safes utilizing various disposal channel, i.e., Property Disposal Office, Fort Belvoir, GSA or other government agencies and several state governments. []

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3. Significant Events Anticipated During the Coming Week:

25X1 TDY - Director of Logistics: The Director of Logistics
is scheduled to depart TDY overseas on 11 June 1984 and will
return 2 July 1984. [redacted]

25X1 [redacted]
25X1 [redacted]
25X1 [redacted]
[redacted]
[redacted] Daniel C. King [redacted]

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